

Chapter 3. The Annual Inspection

The annual inspection is the single most important event you face in the management of your tank system. Why? Because the inspector will tell you whether all of your leak detection and prevention equipment is really working the way it should.



Terms to know in this chapter

- ☐ Inspector
- ☐ Maine DEP

Due date for passing inspection is July 1 of each year



Inspection Basics



What you need to know

- ☐ Every year your UST system must be inspected.
- ☐ The inspection must be done by a licensed inspector or installer.
- ☐ The inspection due date is July 1 of each year, but it can be accomplished any time after July 1 of the previous year.
- ☐ The inspection includes equipment, operations, maintenance and record keeping required in Maine's UST regulations.
- ☐ The inspection covers all equipment and methods for leak detection, spill and overfill prevention and corrosion protection.
- ☐ Any problems found must be corrected.
- ☐ If you don't inspect, you could be subject to enforcement.



If you don't inspect, or if you don't correct problems identified in a *failing* inspection, the Department may issue an order to prohibit deliveries of product to the tank until the problem is fixed.

Getting ready

Preparing for your upcoming inspection will save you time, effort and money. Here are some things you can do to get ready.



Get the following documents before the inspector shows up

- [] Maine DEP tank registration paperwork.
- [] Last year's inspection report form if available.
- [] The last 12 months of leak detection records and put them in chronological order.
- [] Last year's cathodic protection test if you have steel tank or pipe.
- [] Copies of all maintenance and service reports over the last year.
- [] Any spill notification forms.
- [] Any owner's manuals or warranties on parts and equipment related to the tank system.

Be prepared for the inspection

Get your paperwork in order before your inspector shows up



Who can inspect

Inspections may be done by anyone who is a State certified underground tank installer or inspector.



For a list of approved inspectors:

Web: <http://www.state.me.us/dep/rwm/Installers.htm>

Phone: 207/287-2651

Reporting

You must use an inspection form provided by the Maine DEP. You can find a copy of this form at the DEP web site.



Mail completed forms to:

Annual Tank Inspections
Maine Department of
Environmental Protection
17 State House Station
Augusta, ME 04333

Remember to keep a copy for your records.



The tank owner or operator must ensure the inspection report is submitted to DEP, not the inspector.

Find inspection forms on-line at:

<http://www.state.me.us/dep/rwm/publications/pdf/usts2003inspLog%20.pdf>

When you find a problem

Finding a problem can be a blessing in disguise. Broken or missing equipment can be identified and corrected during the course of the inspection without penalty or fine.

If your Inspector is also a licensed installer, they can usually fix problems found during inspection.

The Basics

- ☐ Promptly repair or replace broken equipment.
- ☐ Have a certified tank installer do the repair or replacement.
- ☐ Notify Maine DEP when the problem is corrected using an amended inspection form.
- ☐ If there is a record keeping problem, contact DEP.
- ☐ Note problem and correction on inspection form.



Common Problems Found in Maine's Inspections. Do any of these apply to you?

Equipment

- ☐ Failure to report broken equipment.
- ☐ Failure to have totally contained double-wall piping.
- ☐ Failure to maintain corrosion protection system.
- ☐ Failure to repair broken alarm.

Operation and Maintenance

- ☐ Failure to keep spill buckets clean.
- ☐ Failure to maintain leak detection equipment.
- ☐ Failure to accurately check for leaks once a month.
- ☐ Failure to report evidence of a possible leak.

Record Keeping/Reporting

- ☐ Failure to keep tank registration on file.
- ☐ Failure to notify DEP of change of ownership.
- ☐ Failure to maintain a log of spills and overfills.

Chapter 4. Improvements

In this chapter you will learn about the requirements to do certain activities that are not directly related to the routine operation of your UST system, but to other activities such as repairs, upgrades, new installation and removals.



Terms to know in this chapter

- ☐ Installation
- ☐ Maintenance
- ☐ Repair
- ☐ Removal
- ☐ Upgrade

Repairs and Upgrades

Repair: To fix or replace any part of the UST system, including, tank, piping, or any equipment used to prevent a release to the environment.

Upgrade: To add or replace parts to a UST system to improve its ability to detect leaks and prevent overfills and rust.



What to do

- ☐ Notify Maine DEP of intent to repair.
- ☐ Hire a Certified UST installer to do the work.
- ☐ Make sure installers do repair work to appropriate standards and codes.
- ☐ Notify Maine DEP once work is done.
- ☐ Test tank or piping afterwards to make sure system is tight.



Fixing damaged piping is a repair.

Installations

Installation: To add new tanks or piping to an existing UST facility.



What to do

- ☐ Notify Maine DEP of intent to perform the installation at least 5 business days in advance. (For emergency situations, DEP can waive the 5-day notice.)
- ☐ Hire a Maine Certified UST installer to do the work.
- ☐ Make sure installers do installation work to appropriate standards and codes.
- ☐ Notify Maine DEP once work is done.



Replacing product piping meets the definition of installation.

Maintenance

Maintenance: To perform simple, routine actions to keep the UST system running properly.



What to do

- ☐ Understand what maintenance is required and how to do it. Operators can usually perform maintenance duties.
- ☐ Perform those duties.
- ☐ Keep a log of what you did.



Cleaning out a spill bucket is considered maintenance.

Removals

Removal: To remove a tank and piping from the ground.



What to do

- ☐ Notify Maine DEP of intent to remove the tank at least 30 days in advance. (For emergency situations, DEP can waive the 30-day notice.)
- ☐ Make sure the UST worker does the closure work to appropriate standards and codes.
- ☐ Notify Maine DEP once work is done.

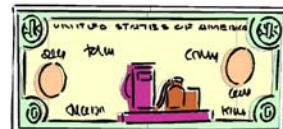
Note: the owner may request approval to abandon the tank in place when the tank can not be physically removed (like one under a building). Special considerations must be met so contact DEP for more information.



Caution: Removal of an underground fuel tank can be dangerous. Only hire trained professionals.

Not sure which of these actions applies to you? Call Maine DEP for assistance at 207/287-2651

Environmental protection makes good business sense.



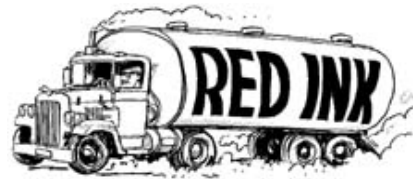
Chapter 5. Paperwork

Keeping your records in order is an important part of proving you are in operational compliance with Maine's UST rules. It also helps you stay organized and ready for your inspection.

This chapter will cover your paperwork requirement for your administrative duties as a UST operator.

Term to know in this chapter

- ☐ Spill notification
- ☐ Registration
- ☐ Financial responsibility



Stephanie owns a business with a heating oil tank which is being inspected by DEP staff for compliance. Stephanie is ready and organized. She keeps all her tank information in one three ring binder divided into simple chapters. Here is what she hands the inspector:

- ☐ Current certificate of registration.
- ☐ Manufacturers instruction for all leak detection equipment.
- ☐ Invoices or records from all repairs/upgrades.
- ☐ Tank and piping operating instructions.
- ☐ The most current annual inspection report.
- ☐ Leak detection records in chronological order.

Spill Notification

One of the most important paperwork requirements is notifying Maine DEP in the event of a release to the environment.

If you have a leak or spill, call DEP immediately.

The longer you delay the more risk there is to the environment and the higher your cleanup costs will be.



Report all spills and leaks immediately.
Calls within Maine (24 hours)
800/482-0777



Small spills: For any surface spills less than 10 gallons, you do not need to report the incident if the spill is cleaned up immediately and the oil does not get into any water.

However, you must keep a written log of all spills: what happened and what you did to clean it up.

Example of an Oil Spill Log

| Date discharge discovered | Source of discharge | Location of discharge at facility | Date of cleanup | Method of cleanup | Signature of owner manager |
|---------------------------|---------------------------------------|-----------------------------------|-----------------|-------------------|----------------------------|
| 12/5/02 3:30 PM | Overflow at fill pipe during delivery | Fill pipe | 12/5/02 | used sorbent pads | Bob Jones |
| | | | | | |
| | | | | | |

FOR A BLANK SPILL LOG, SEE PAGE 24.

Registration



5 basic things

1. Each tank that you own or operate must be registered with the State of Maine.
2. An annual registration fee of \$35.00 per tank must be paid by January 1.
3. The fee applies to underground motor fuel and heating oil tanks but does not include tanks at single-family homes that are the owners' personal residences.
4. If you sell your tank, you are required to inform the buyer of Maine's underground oil storage tank rules. DEP suggests you get them a copy of this guide.
5. If you sell your tank, the new owner must also notify the Maine DEP within 10 days of the sale. The seller should notify DEP too.

Financial Responsibility

State and Federal law requires that you must have the funds necessary to pay for cleanup and off-site damages caused from a release of your UST system. While there are a number of ways to meet this requirement, the most common is the Maine Ground Water Oil Cleanup Fund or simply "The Fund". Most UST owners in Maine use this to meet this requirement.

Financial Responsibility: How you pay for a cleanup in the event of a spill.

If you have a release, you can apply for financial assistance through the State of Maine. Certain restrictions apply. For more information, call 207/287-2651



Summary Checklist

Maine's rules on heating oil underground storage tanks

Newer Tanks

(installed after Sept.16, 1991)

Each month:

- ❑ Check the interstitial space of the tank and piping.

Each year:

- ❑ Have the leak detection console and sensor tested to be sure they are working properly.
- ❑ Have an inspector perform annual inspection, including corrosion testing on steel tanks.
- ❑ Pay annual registration fee.
- ❑ Submit inspection report to Maine DEP.

Additional notes:

- ❑ Monitor all fuel deliveries.
- ❑ Keep all your leak detection records for the last 3 years prior to inspection.
- ❑ Understand what you are measuring and what the results mean.
- ❑ Hire only licensed professionals to perform tank work.
- ❑ Treat a suspected release as a serious problem.
- ❑ Respond to all alarms, failed tests, or indications of a problem.
- ❑ Notify DEP immediately if you know of a serious problem.



Older Tanks

(installed before Sept.16, 1991)

Each month:

- ❑ Check for leaks in the tank and piping using your particular method of leak detection (see method-specific requirements).

Method-specific:

- ❑ Interstitial monitoring: Make sure the system runs continuously.
- ❑ Groundwater monitoring: Check the wells for signs of oil every week.

Each year:

- ❑ Have an inspector perform annual inspection, including corrosion testing on steel tanks.
- ❑ Pay annual registration fee.
- ❑ Submit inspection report to Maine DEP.

Additional notes:

- ❑ Monitor all fuel deliveries.
- ❑ Keep all your leak detection records for the last 3 years prior to inspection.
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- ❑ Hire only licensed professionals to perform tank work.
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- ❑ Treat a suspected release as a serious problem.
- ❑ Notify DEP immediately if you know of a serious problem.

Resources

Internet Web Sites



Maine DEP UST
Program

Maine UST
program

[www.state.me.us/
dep/rwm/usts/
index.htm](http://www.state.me.us/dep/rwm/usts/index.htm)



EPA Office of
Underground Storage
Tanks

Federal UST
program

www.epa.gov/oust/



Petroleum Equipment
Institute

Petroleum
industry
information

www.pei.org/



National Work Group on
Leak Detection
Evaluation

Leak
detection
equipment
approvals

www.nwglde.org/



New England Interstate
Water Pollution Control
Commission

LUST Line
newsletter

www.neiwpcc.org



Steel Tank Institute

Steel tank
information

www.steeltank.org



Maine Oil Dealer's
Association

Maine trade
organization

www.meoil.com



American Petroleum
Institute

National
petroleum
issues

www.api.org



National Association of
Corrosion Engineers

Corrosion
testing

www.nace.org

Helpful Publications



Maine's Inspector Handbook by Maine DEP

Web link:

www.state.me.us/dep/rwm/publications/usts2003inspInstr%20.pdf

Hard copy: Call 207/287-2651



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